



Classification: Energy Commission Specialist II (TED)	Position No. 5800-4185-011
CBID: R10	Office: Energy Efficiency Research Office
Date Prepared: October 2012	Division: Energy Research & Development
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the general supervision of the Energy Commission Supervisor II in the Energy Efficiency Research Office, and the programmatic lead of the for the Buildings Efficiency subject area, the incumbent serves as a member of the Buildings Efficiency team to develop, implement and administer electricity- and natural gas-based public interest energy research, development and demonstration (RD&D) efforts related to energy efficiencies in residential and commercial buildings. The incumbent performs highly complex and difficult analyses; synthesizes information from multiple sources; develops and manages highly complex research projects; and assists in the development of energy efficiency research policy. The incumbent provides technical leadership, direction, and coordination efforts associated with improving energy efficient design, tools, construction and development, technologies associated with residential and commercial buildings. The incumbent works within an interdisciplinary team or teams, and assists with program planning and implementation in the Buildings Efficiency subject area.

The goal is to conduct RD&D to advance science and technologies not adequately provided by the regulated or competitive markets. The incumbent is highly knowledgeable of advanced energy efficiency concepts, technologies, and practices; performs time-critical and subject matter-critical technical or market analyses to support public interest energy RD&D funding; manages highly complex RD&D projects; and consults with experts in the field.

WORKING CONDITIONS. The work is performed in an indoor office or meeting room setting and involves sitting, standing, and/or walking. Occasional travel may occur outside Sacramento. Additional hours beyond an eight-hour workday or forty-hour workweek may be required.

DUTIES AND RESPONSIBILITIES: While performing the duties described below, the incumbent will be required to work alone, work within a team, or lead an interdisciplinary team, utilizing a personal computer and appropriate Commission software such as word processing and analytical software, electronic mail and the Internet. The incumbent will also be required to organize, lead and/or participate in meetings, task forces, technical working groups and advisory committees with other Commission staff, staff from other federal and state agencies, consultants, contractors, and other parties active in energy-related research and development. The incumbent will perform tasks in the higher difficulty and complexity range as follows:

50% Develop and guide research to improve the State's existing building stock. Within the Buildings Efficiency subject area, serve as the lead technical specialist and prime resource to identify, analyze and evaluate highly complex research and development issues and strategies related to improving the energy-efficient design, tools, technologies, and construction and operation practices associated with existing commercial and residential buildings. The incumbent will:

- Identify and develop research needs and approaches to advance energy-efficient technologies, practices and tools in the existing commercial and residential market sectors.
- Provide expert technical and policy guidance, consultation and direction to program management on complex energy issues associated with this topic area.
- Formulate and develop a roadmap to identify future energy efficiency-related research, development and demonstration needs and their potential to help achieve California's energy



efficiency goals for existing buildings based on the results of past research and public workshops on the subject.

- Prepare research initiatives and budget for consideration by division and office management.
- Develop and prepare guidelines, standards, policy options and core area program initiatives and budgets for consideration by the Deputy Director for Energy Research and Development, the Executive Office, Commissioners, and the Legislature, and other stakeholder agencies in relationship to research needed for existing buildings.
- Evaluate information from multiple sources and participate in proceedings associated with building and appliance energy efficiency standards (AB 758 for existing buildings, Title 24 and Title 20), utilities, the California Public Utilities Commission, and others as it relates to existing buildings.
- Work with local, regional, state, and federal government entities, utilities, and other stakeholders to facilitate the coordination of public interest energy research. (E)

25% Project Management. Identify, implement, organize, and manage the most sensitive and highly complex energy efficiency-related technical and scientific projects and contracts. Develop work statements, budgets and measureable technical and economic objectives which will be used to determine project success, and other materials necessary to finalize the contract agreements. Lead and participate in project advisory and technical advisory committees. Review technically complex project reports. Formulate future research plans based on contract/project results. (E)

15% Proposal Evaluation. Manage and conduct solicitation planning and development activities. The incumbent will review proposals to determine how well the project addresses the scope of the solicitation criteria including, but not limited to the extent the project will advance science or technology, address market issues and needs, meet specified target goals and objectives, and evaluate the skill, experience and ability of the project team to complete the technical tasks within the budget and schedule, move the results into the marketplace, and determine the adequacy of project funding. The incumbent will prepare written findings of such evaluations for use by a technical scoring committee, and may discuss and present project recommendations to the RD&D Lead Commissioner or the Executive Office, or at Energy Commission Business Meetings and other public venues. (E)

5% Research Dissemination. Prepare written reports, fact sheets and technical briefs and disseminate research findings at workshops, seminars and conferences; write technical papers for professional journals and industry publications; provide expert testimony and comments within the incumbent's area of expertise on highly technical problems at hearings and proceedings sponsored by the Legislature, the Energy Commission, other local and regional governments, state and federal agencies, utilities, and other entities related to energy efficiency RD&D. (E)

5% Perform other duties as required, consistent with the specifications of this classification. (M)

SIGNATURES			
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position			
Incumbent	Date	Kirk Switzer	Date
Energy Commission Specialist II (TED)		Energy Commission Supervisor II (EFF)	

